

Announcements

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2007 Assessor Registration

How many get an e-mail from Department of Revenue?

How do you hear about Assessor's School? – E-mail, web page, paper?

Make sure you complete your e-mail address

Everyone attending class must sign in, even if you are not an assessor.

ASSESSOR REGISTRATION ANNUAL CONFERENCE 2007

Place assessor label here.

Please verify information on the preprinted label  and make any necessary corrections.

NOTE: The mailing address you supply will be considered your business address.

NAME (LAST, FIRST, MIDDLE INITIAL)

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

FAX NUMBER

CHECK IF THE FOLLOWING ARE CORRECT

NAME OR EMAIL CHANGE

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Assessor Roster

PM-831

20 ____ ASSESSOR CONFERENCE

Certified Individuals Successfully Completing
Attendance at the Assessor's Annual Conference
Called Under S. 73.06 of the Wisconsin Statutes

Page ____ of ____

Wisconsin Department of Revenue
Assessor Certification & Training
P.O. Box 8971
Mail Stop 6-97
Madison, WI 53708
(608) 266-7750
bapdor@revenue.wi.gov

CONFERENCE DATE	CONFERENCE LOCATION	COUNTY
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NO.	PRINT NAME (Last, First, M.I.)	SIGNATURE	DOR USE (✓)
1.			
2.			
3.			
4.			
5.			

Please print your name as
it appears on your
assessor certification card.

CONTACT INFORMATION

- ▣ Do we have Current Information?
- ▣ Notify DOR of Name, Address, Phone, or E-mail Changes
 - Certification: (608) 266-7750 or
 - Email: bapdor@revenue.wi.gov
 - Equalization District Offices
- ▣ Address Information is Published
 - Business Address vs. Home Address

New DOR E-mail Addresses

- ❑ All e-mail addresses will be changing from @dor.state.wi.us to @revenue.wi.gov
- ❑ Both addresses will work until August, 2009, but then the @dor.state.wi.us will be discontinued.
- ❑ Update your address book with new extensions.
- ❑ Most DOR employee addresses will use complete name, i.e. John.Smith@revenue.wi.gov

District Office E-Mail Addresses

- ▣ For inquiries & sending reports

eqlcn@revenue.wi.gov – Central Madison

eqleau@revenue.wi.gov – Eau Claire

eqfld@revenue.wi.gov – Fond du Lac

eqlgrb@revenue.wi.gov – Green Bay

eqlmsn@revenue.wi.gov – Madison (District)

eqlmke@revenue.wi.gov – Milwaukee

eqlwau@revenue.wi.gov – Wausau

2008 Calendar of Events

- ❑ **March 11:** Deadline for providing assessments on sales.
- ❑ **March 21:** Mailing of preliminary assessor's report sent.
- ❑ **April 4:** Deadline for providing assessment updates for final SAS report.
- ❑ **May 1:** Regular & TIF computer exemption reports due.*
- ❑ **May 1:** Stratified assessment data due to District Office.
- ❑ **May 12** (2nd Monday): Final Reports recommended.

* Statutory Requirement

2008 Calendar of Events

- **June 9:** (2nd Monday) – Deadline
 - Regular AFR for inclusion in Aug. 15th equalized values
 - TID AFR: No report = No increment (non-manufacturing).*
 - *Reporting net new construction for levy limits. **No extensions.***
- **August 8:** Deadline for amended computer exemption reports
- **August 15:** Equalized Values released.*
- **October 31:** Major Class Comparison report produced.
- **December 1:** Letter to municipality if no final report filed.

* **Statutory Requirement**

Failure to meet statutory deadlines

- ❑ No Computer Exemption Report
 - No Computer Aid Payment
- ❑ No TID-AFR
 - No Increment (non-manufacturing)
- ❑ No AFR
 - No input for equalized value
 - No input for net new construction (levy limits)
 - Compliance impact
- ❑ Last day submissions do not allow DOR to log and verify any missing reports
- ❑ Recommended: Submit 5 Days prior to due date

Property Record Card Retention/Destruction

- ❑ Property of the Municipality
- ❑ Assessor should return records to municipality.
- ❑ Two options: State Record Board agreement or Section 19.21
- ❑ State Historical Society Record & Retention Manual:
 - <http://www.wisconsinhistory.org/libraryarchives/locrecords/manual/ch09.pdf>
- ❑ See – WPAM Chapter 17 “Retention of Assessment Records”

Assessor Final Report Changes

Page 1 Update:

This report assists in determining the equalized value of each taxation district as required under sec. 73.03(5), Wis. Stats. An Assessor's Final Report must be filed with the appropriate SUPERVISOR OF EQUALIZATION by the SECOND MONDAY IN JUNE. However, it is recommended that the municipal assessor submit this report by the SECOND MONDAY IN MAY to ensure adequate time for the Department to review and verify prior to the publication of the equalized values on August 15.

If the assessment roll is incomplete due to a revaluation in progress, the assessor must submit an estimated Assessor's Final Report to the appropriate Supervisor of Equalization by the SECOND MONDAY IN JUNE. Upon the clerk's completion of the Statement of Assessments, the assessor must provide a finalized version of the Assessor's Final Report within two weeks.

Penalties for failure to file an Assessor's Final Report are provided under sec. 946.12, Wis. Stats.

AFR Changes, page 1 cont.

Pasture	_____	TOTAL Forest (6)	_____
Cranberry (beds)	_____	Cranberry site acres	_____
TOTAL Agricultural (4)	_____	Agricultural site acres	_____
Road Right-of-Way	_____	TOTAL Other (7)	_____
Fallow Land	_____	Cranberry	
Swamp & Waste	_____	Improvement Value \$ _____ @ _____ %	
TOTAL Undeveloped (5)	_____		

List any loss in value included in column 8, page 3 due to extreme economic obsolescence or contamination.

Residential \$ _____ Commercial \$ _____ Other \$ _____

Explain: _____

- ❑ Added “acres” to Cranberry and Agricultural entry areas
- ❑ List % for Cranberry Improvements
- ❑ Clarified wording & added explanation line: List any loss in value included in column 8, page 3 due to extreme economic obsolescence or contamination.

AFR Changes, page 3

DECREASES IN ASSESSED VALUE			
7	8		
Losses in territory by annexation	Property Destroyed, Removed, or Reduced by Economic Obsolescence	If F A No	
Assessed Value	Assessed Value	No. of Acres	

- Clarified Wording: Column 8, ... Reduced by "Economic Obsolescence"

AFR Changes, page 3 cont.

Reason for Change)

- Change by
DE TO
lines 2,
ts and
- 8. Show value of property lost due to full or partial destruction, removal, contamination or extreme obsolescence.
 - 9. Show any decreases because of property becoming exempt.
- Show total acre change by class for land, improvements and

❑ #8 - Added: “or extreme obsolescence”.

70.05 Training

- ▣ Assessors who require 2008 70.05 training:
 - Attend a 2007 assessor school, or
 - Request training from the district office

AFR Non-Filer Letters

- ❑ Municipalities who have completed Board of Review with no Final AFR Submission on file will receive a letter by December 1st
- ❑ Letter will be sent to clerks & copy assessors
- ❑ Please ask at break if you are on the non-filer list

Internet Highlights (Handout)

- ❑ Previous and current DOR Website address www.dor.state.wi.us
- ❑ January 1, 2007 DOR Website www.revenue.wi.gov
- ❑ Able to access DOR web page with either internet domain until January 1, 2008.



Assessor Certification Exam

- ❑ DOR is working with Office of State Employment Relations to administer certification exams.
- ❑ When finalized, exams will be held on 2nd Saturday of:
 - February, May, August & November
 - Ashland, Eau Claire, Fond du Lac, Green Bay, Kenosha, La Crosse, Madison, Milwaukee, Platteville, Rhinelander, Rice Lake, Superior, Wausau & Wi. Rapids.
- ❑ Information available under training - <http://www.revenue.wi.gov/training/certexam.html>

Dan Elsass
Division Administrator

Jean Gerstner
Deputy Administrator

Dan Davis
Property Tax Bureau Director

Scott Shields
Equalization Section Chief

Reed Johnson
Madison District Supervisor
(608) 266-8192

Mary Gawryleski
Green Bay District Supervisor
(920) 448-5196

Tom Janssen
Eau Claire District Supervisor
(715) 836-2897

James Murphy
Milwaukee District Supervisor
(414) 227-4103

Al Romportl
Wausau District Supervisor
(715) 849-9746

Allan Land
Fond Du Lac District Supervisor
(920) 929-2972

Judie Gibbon
Assistant Section Chief, Central Office
(608) 266-8131

Computer Exemption Forms

- ▣ 2008 is last year paper forms will be provided
- ▣ 2009 will require electronic filing for both
 - Municipal computer exemption report
 - TID computer exemption report
 - <http://www.revenue.wi.gov/eserv/slfilling.html>

Green TID AFRs & supplements

- 2008 forms are included with your packets
- Includes only current active TID's
- April 1, 2008: Mailing for newly created TIDs
 - TID Assessor's Final Report
 - TID Supplement
 - TID Computer exemption report